

Town of Riverhead Community Development Agency

Resolution # 29

Authorizes Chairman to Execute Contract with the Zone Administrative Board

Member LULL offered the following resolution,

which was seconded by Member KWASNA

WHEREAS, by Resolution #12 (1997) the Community Development Agency (CDA) authorized the support of an application to New York State for designation of a portion of the Calverton property as an Economic Development Zone (EDZ) ; and

WHEREAS, on June 3, 1998 New York State officially designated 1,248 acres of the 2,900 acre parcel as an EDZ; and

WHEREAS, by Resolution 747 dated August 18, 1998, the Riverhead Town Board established the Zone Administrative Board and designated the Directors thereof; and

WHEREAS, the Zone Administrative Board is authorized by its enabling regulations to enter into contract with the local redevelopment agency for administration of funds and other administrative functions; and

WHEREAS, it is the desire of the Zone Administrative Board, organized as the Calverton EDZ Commission to enter into contract with the CDA for the provision of administrative functions associated with the operation of the Zone.

THEREFORE, BE IT RESOLVED, that CDA hereby authorizes the Chairman to execute the attached contract with the Calverton EDZ Commission for administrative services,

BE IT FURTHER RESOLVED, that the Town Clerk shall provide a certified copy of this resolution to Community Development Agency Director Andrea Lohneiss.

The Vote:

Member Cardinale	<u>Yes</u>
Member Kent	<u>Yes</u>
Member Kwasna	<u>Yes</u>
Member Lull	<u>Yes</u>
Chairman Villella	<u>Yes</u>

CALVERTON ECONOMIC DEVELOPMENT ZONE COMMISSION
ADMINISTRATIVE SERVICES AGREEMENT

THIS AGREEMENT entered into this 17th day of November, 1998, by and between the CALVERTON ECONOMIC DEVELOPMENT ZONE COMMISSION (CEDZC), a Local Board created pursuant to Article 18B of the General Municipal Law of New York State, with its directors appointed by the Town of Riverhead (TOR), having its office located at 200 Howell Avenue, Riverhead, New York 11901 and the TOWN OF RIVERHEAD COMMUNITY DEVELOPMENT AGENCY (CDA), a public benefit corporation, created under article 15 of the New York State General Municipal Law, having offices for doing business located at 200 Howell Avenue, Riverhead, New York 11901.

WITNESSETH

WHEREAS, the TOWN OF RIVERHEAD has been awarded Economic Development Zone status, by the New York State Economic Development Zone Board on June 3, 1998 (Zone) and as such has created the "Calverton Economic Development Zone Commission" consistent with the requirement for a Zone Administrative Board to carry out the local Economic Development Zone activity; and

WHEREAS, The CEDZC wishes to enter into a contract for services with the CDA for the CDA to provide all administrative services in connection with all local Economic Development Zone activity; and

WHEREAS, It is consistent with the purpose of the CDA and with Public Law 103-C337 of the United States Congress (10/94) to promote, assist, and pursue economic development of the CALVERTON ENTERPRISE PARK (CEP), formerly NAVAL WEAPONS INDUSTRIAL RESERVE PLANT (NWIRP) in the Town of Riverhead to achieve job creation, tax revenues and improved economic prosperity for the community of Riverhead; and

WHEREAS, The use of its rights and powers are deemed to be a public purpose essential to the public interest, and for which public funds may be expended; and

WHEREAS, The attraction of new industry, recreational and commercial enterprises, and tourism related facilities, encouraged by the Economic Development Zone Status is related to the general prosperity of the County, and will result in increased employment opportunities and an increase in the tax base; and

WHEREAS, Pursuant to Article 18B Section 963 Paragraph B-viii of the General Municipal Law of New York State, the CEDZC is authorized to contract with the CDA for the purpose of providing economic development and administrative service for the Zone, except loan and grant funds, lease payments and other payments duly authorized, and to annually appropriate funds and authorize payment thereof..

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein after set forth, the parties do hereby agree as follows:

ARTICLE I, AS TO THE COMMUNITY DEVELOPMENT AGENCY

The CDA shall provide Administrative Services for the CEDZC consistent with Article 18B Sections 955 through 969 of the General Municipal Law of New York State.

1. More specifically the CDA shall provide or cause to be provided by its agents, employees, representatives, contractors, or any other party necessary to carry out this agreement, the following services:
 - A. Develop and carry out the marketing and promotion of the Zone.
 - B. Assist companies within the Zone in applying for available benefits, preparation of applications for financial assistance, and other technical assistance services.
 - C. Develop and implement a strategic economic development zone plan as part of the overall strategic planning process of the Calverton Zone.
 - D. Coordinate the delivery of economic development programs within the Zone.

E. Operate such other economic development assistance programs in furtherance of the Zone, including efforts to ensure meaningful participation by minority and women owned businesses and Zone activities.

F. The CDA will provide additional administrative services as follows:

1. Assist in the preparation of the annual Zone operating budget.
2. Prepare and submit in a timely manner all required reports.
3. Attend regular and special meetings of the Zone Administrative Board and keep accurate and comprehensive records and minutes of those meetings.
4. Maintain accurate and comprehensive records of all Zone Activity.
5. Assist in the interviewing, hiring, and supervision of Zone administrative personnel.
6. Maintain a separate financial accounting system for the receipt and expenditure of funds with the approval of the CEDZC.
7. Ensure that the purchases of services and commodities adhere to State and local laws and regulations.
8. Provide office space, heat and light in-kind.
9. Provide quarterly and annual financial reports prepared by staff.
10. Annual audit provided.
11. Generally oversee the administrative functions of Zone.
12. Drawdown of funds on behalf of the CEDZC and expenditures thereof based upon activities authorized by the CEDZC.

ARTICLE II. AS TO THE CEDZC

1. In the event the CEDZC generates funds from Zone members or any other allowable source, the CEDZC will appropriate same to the CDA to carry out the economic development Zone program. The appropriation will be used solely to provide marketing, administrative services, and other activities the CDA may be involved in to further the purpose of the Calverton Economic Development Zone and may not be used for any other governmental purpose.

ARTICLE III. TERMINATION OF AGREEMENT

1. This agreement may be terminated by either party, at any time, by the delivery to the other party of a 60 sixty day written notice of termination of the Agreement, stating in good faith and for good and valid reasons why such party is terminating this agreement.
2. In the event of such termination the CEDZC and the CDA shall perform such services and pay such monies as are necessary to carry out their respective obligations under the Agreement up to the date of termination.
3. Any notice required to be given to either party, in accordance with the terms of the Agreement shall be delivered in person or by first class mail, return receipt requested, at the address of such party as herinbefore set out.

ARTICLE IV. EXTENT OF AGREEMENT

1. This Agreement represents the entire Agreement between the Calverton Economic Development Zone Commission and the Town of Riverhead Community Development Agency. This Agreement may be amended only by written instrument signed by both parties, and such amendment shall be attached to this agreement.

ARTICLE V. TERM OF THIS AGREEMENT

1. The term of this agreement shall be on a year to year basis automatically renewed, terminated or modified.

IN WITNESS WHEREOF, This Agreement has been executed by the Calverton Economic Development Zone Commission and the Town of Riverhead Community Development Agency, and is effective from the day and year first above written.

The Calverton Economic Development Zone Commission:

By:  Date: 11/18/18
Chairman;

Town of Riverhead Community Development Agency:

By: _____ Date: _____
Chairman;

ODA to
execute
following
12/1/18 mtg.